

**WORK REQUEST (MAINTENANCE MANAGEMENT)**

NAVFAC 9-11014/20 REV. 2-68) S/N 0105-LF-002-7510

Supersedes NAVDOCKS 2351

(PW Department see Instructions  
in NAVFAC MO -321)

Requestor see Instructions on Reverse Side

**PART I – REQUEST (Filled out by Requestor)**

1. FROM	UIC:	2. REQUEST NO.
3. TO		4. DATE OF REQUEST
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK		5a. REQUEST WORK START
* 6. FOR FURTHER INFORMATION CALL (SEE NOTE 1)		7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION ( Including location, type, size, quantity, etc.)		

9. FUNDS CHARGEABLE	* 10. SIGNATURE ( Requesting Official) ( SEE NOTE 2)

**PART II – COST ESTIMATE**

(Filled out by maintenance Control Division if estimate requested)

11. TO:	12. ESTIMATE NO.
13. COST ESTIMATE	
a. Market Value (MV) Flat Rate (FR)	\$
b. Other Direct Cost (ODC)	\$
c. Customer Reimbursable (CR)	\$
d. Shop Stock (SS)	\$
e. Brig Reimbursable (BR)	\$
f. Total	\$
14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ _____ _____	
16. PRODUCTION CONTROL SUPERVISOR SIGNATURE	
17. DATE	

**PART III – ACTION (Filled out by Requestor)**

18. TO:	
19. AUTHORIZATION TO PROCEED IS ATTACHED ( Check one if other than PW funds are involved)	20. WORK REQUESTED
<input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	<input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE

**Note 1:** Need Complete Name and Phone Number for POC**Note 2:** Need Department Head Approval